



CITY OF NEWPORT, OREGON COMMUNITY SERVICE OFFICER

This position will use best practices, and City and Department standards as a non-sworn member, to perform routine, non-hazardous work related to law and code enforcement. This is a full-time regular, non-exempt position, with a salary range of \$3,358 - \$4,625/month. Placement in the salary range will be based on the individual's experience, training, and education as it related to the position. This position will be part of the Newport Police Association collective bargaining unit.

JOB QUALIFICATION REQUIREMENTS

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS

Any equivalent combination of relevant education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: High School or equivalent with some higher education/vocational training in employment dealing with the public.

KNOWLEDGE: City ordinances and code enforcement procedures. Civil procedure pertaining to code and ordinance violations.

SKILLS: Demonstrate knowledge of word processing and spreadsheet applications. Operate a personal computer and have a basic knowledge of e-mail, word processing programs, and spreadsheet applications. Learn and apply operating policies, procedures and methods of the Police Department. Prepare accurate written reports. Strong customer service and verbal and written communication skills.

ABILITIES: Ability to establish and maintain effective and appropriate working relationships with the general public, co-workers, other governmental agency representatives, and city officials. Ability to hear and understand communication via the police radio. Ability to prioritize and respond quickly to changing circumstances; work under pressure; meet deadlines; and communicate effectively in writing and orally.

SPECIAL REQUIREMENTS/LICENSES

Possess a valid Oregon Driver's License at time of hire. Obtain certification in LEDS at the Inquiry level within 70 days of hire.

PHYSICAL DEMANDS OF POSITION

Work is conducted in an office setting as well as outdoors, with exposure to wind and rain. Attendance at evening meetings may be required. Frequent use of motorized equipment/vehicles.

TO APPLY: Applicants should submit a completed city application and a letter clearly identifying how the applicant meets the minimum job qualifications. Application forms are on the city website at www.newportoregon.gov, or can be picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to b.james@newportoregon.gov. **This position will be open until 5:00pm October 14, 2016.**

The City of Newport is an EEO and veteran's preference employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.